

## WFLHD SUPPLEMENT 1.1.3-1

### 1.1.3 DIVISION SUPPLEMENTS

Add the following:

#### 1.1.3.1 Issuing WFLHD Supplements

The Western Federal Lands Highway Division (WFLHD) will issue supplemental standard practices, guidance, and criteria that pertain to operations within WFLHD. Adopted supplements will be issued electronically via the [WFLHD Supplements](#) web site. Supplements will also be referenced by links following the pertinent section within the PDDM. Paper copies may also be issued as requested. Paper copies will be issued on beige paper.

The purpose of this supplement is to describe the methodology for issuing WFLHD Supplements to the PDDM.

##### 1.1.3.1.1 Purpose

Begin all supplements with a statement of purpose summarizing the reasons for issuing the supplement. See [Section 1.1.3.1](#) of this supplement as an example.

##### 1.1.3.1.2 Format

WFLHD Supplements will have a similar format and style as the PDDM as described in the [FLH Style and Operational Guide for PDDM, A&E, and Other Technical Manuals](#). The following differences will apply:

- The Normal style font is changed to Verdana, 10 pt so that WFLHD Supplements will be visibly different from the PDDM. There are also other minor changes to other default styles. See the [WFLHD Supplement Template](#) for the correct styles and formatting to use.
- Show the supplement name in the upper left hand corner of the header. The supplement name will usually be the text associated with the Heading 2, Heading 3, or Heading 4 style in the supplement.
- Begin the Supplement with a Chapter Title showing the supplement number. The supplement number is derived from the section of the PDDM to which the supplement refers followed by a sequential number. For instance, this supplement is numbered 1.1.3-1, which means it is supplemental guidance related to PDDM Section 1.1.3, and is the first Division procedure to be issued under this section. A second supplement issued under this section would be numbered 1.1.3-2. Also show the Supplement number in the footer.

- Number pages sequentially in the footer and show the total number of pages in the supplement as illustrated in this supplement.
- The first section of the supplement should match the section of the PDDM from which the supplement is called. Supplements are typically called from the second or third level sections of the PDDM (i.e. Section 1.1 or 1.1.3).
- All graphics, tables, exhibits, drawings, etc., will be considered Figures in WFLHD Supplements. Label all figures alphabetically and sequentially beginning with Figure A. All figures will have a title or name. Figure labels and title/names should be easily distinguished from the figure as shown in Figures A, B, and C of this procedure.

#### **1.1.3.1.3 Coordination Responsibility**

The following organizational units within WFLHD will be responsible for the coordination of adopted supplements:

- Chapter 1 – Highway Design Team
- Chapter 2 – Program Planning and Administration
- Chapter 3 – Environment Team
- Chapter 4 – Highway Design Team
- Chapter 5 – Survey/Mapping Team
- Chapter 6 – Geotechnical Team
- Chapter 7 – Hydraulics Team
- Chapter 8 – Highway Safety Engineer
- Chapter 9 – Highway Design Team
- Chapter 10 – Bridge Team
- Chapter 11 – Materials Team
- Chapter 12 – Right-of-Way Team
- Chapter 13 – Highway Design Team

All users of the manual are encouraged to submit recommendations to clarify supplements to either the Highway Standards Engineer or the person in charge of the above organizational units, as appropriate, for approval coordination.

As issues and concerns are identified, teams may be given the responsibility for revising existing supplements, or developing new supplements.

#### **1.1.3.1.4 Revisions**

When an adopted supplement is modified, corrected, or changed in any manner, reissue the supplement in its entirety. The supplement number will remain the same and the effective date will be used to identify the most recent procedure. For reissued supplements, place a change line to highlight new material or the current changes as described in the FLH Style and Operational Guide.

#### 1.1.3.1.5 Approval

The Director of Project Delivery will approve all WFLHD Supplements. Notification of adopted WFLHD Supplements will be sent to the WFLHD, EFLHD, CFLHD, and the Federal Lands Highway Office. Adopted supplements will be announced using the [Transmittal Memorandum](#) shown in [Figure A](#). Transmittals will be numbered sequentially beginning with Transmittal W1.

The Highway Standards Engineer will post approved supplements on the WFLHD public web site and establish a Division file to retain copies of all operating procedures. The file will be permanent and will not be destroyed or forwarded to the Federal Records Center

#### 1.1.3.1.6 Availability

The [WFLHD Supplements](#) will be posted on the WFLHD public web site. This page will contain the Summary of Transmittals along with links to the supplements and individual Transmittal Memorandums.

Supplements will be placed in sub-folders based on PDDM Chapter. These Chapter Supplement pages will contain a sequential listing of the supplements along with other resources related to that supplement. See [WFLHD Supplements for Chapter 1](#) as an example.

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**Figure A Supplement Transmittal Memorandum**

# Memorandum

WESTERN FEDERAL LANDS HIGHWAY DIVISION  
610 EAST FIFTH STREET  
VANCOUVER, WA 98661-3801

Subject: Project Development and Design Manual (PDDM)  
Adopted WFLHD Supplements  
Transmittal Number: W6

Date: August 31, 2006

From: Ricardo Suarez  
Director of Project Delivery  
Vancouver, WA

Reply to  
Attn. of:  
HFL-17

To: WFLHD, CFLHD, EFLHD, FLH Manual Holders

The updated WFLHD Supplement shown below, *Issuing WFLHD Supplements*, has been approved as a supplement to Section 1.1.3 of the PDDM: **[MODIFY AS APPLICABLE]**

Change Number	REMOVED		POSTED		EXPLANATION OF CHANGES
	Procedure	Dated	Supplement	Dated	
1	1.1.C-1	10/17/2001	<a href="#">1.1.3-1</a>	8/31/2006	Modified to conform to new PDDM format.

WFLHD Supplements are available for viewing and download at  
<http://www.wfl.fhwa.dot.gov/design/manual/supplement/>.

